



City of Santa Barbara  
Building & Safety Division  
**PRE-APPLICATION PLAN  
REVIEW PROCESS**

Community Development  
630 Garden Street  
805-564-5485

A Pre-Application Plan Review, or “Pre-Case” Plan Review, is used to address specific California Code questions (Building, Residential, Electrical, Mechanical, Plumbing, Energy, Green, etc.) and to identify significant issues that could prevent a project from moving forward. It is NOT intended to be a comprehensive plan review. If the project has been through a DART or PRT review, it will be routed to the plans examiner that was involved in that review.

**PRE-Application Plan Review Process:**

- Complete a Master Application. The Project Description should be “Pre-Application Review for (add description of proposed project)”.
- Note on the application if the project has been through the DART or PRT process along with the MST case number, if known.
- Attach a list of code specific questions or concerns; (i.e. accessibility, exiting, plumbing fixture count, etc.)
- Provide one set of plans for review with the list of code questions or concerns. Include a Code Analysis and intended Scope of Work for the project.
- Submittal fee of \$155.00 for ½ hour of review time. If the PRE case review exceeds ½ hour additional fees may be assessed.
- Approximate review completion time is estimated to be within 5 business days.
- The plans and written comments will be returned. These comments will be limited to responses to the questions/comments that were submitted along with any obvious code violations or “deal killers”. This is NOT intended to be a comprehensive plan review, but an aid for the applicant to use in preparing complete plans for building permit application.